



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

SKILLED MAINTENANCE WORKER III - ROOFER

JOB SUMMARY

Under general supervision of Maintenance Supervisor, lead and participate fully in a variety of skilled, journey level craft work in the maintenance, repair, construction, and upkeep of school buildings, facilities, and miscellaneous equipment. Plan, organize, and coordinate roofing activities.

An incumbent is assigned a working lead role over assigned workers, and must be skilled and able to assist in the advising of assigned workers. While a major portion of the time of a position in this class is spent in performing skilled roofing, an incumbent is also expected to carry out a wide range of other assigned maintenance work outside of roofing.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Perform skilled trades work in roofing;
2. Schedules work in cooperation with other maintenance sections and personnel;
3. Inspects work in progress and upon completion, sees that work is performed in compliance with instructions and meets appropriate quality standards;
4. Makes repairs of general roofing;
5. Repair, maintain, inspect and clean gutters, downspouts, roof drains, flashing, all areas with possible standing water, dry rot, fascia areas and roof sections;
6. Assist others with inspection of roofs and work with others to oversee the schools roofing needs;
7. Patch and repair all types of roofing materials as needed during inclement weather to prevent structural and interior damage to buildings;
8. Prioritize all work orders according to potential hazards or safety concerns;
9. Perform a variety of basic building construction and maintenance tasks and utility work as required;
10. Test roofing systems by using water tests; tests joints and insulates pipes;
11. Maintain inventory of roofing repair stock;
12. Repairs water supply, waste, sewage and drainage pipes;
13. May be required to respond to emergency calls related to roofing needs;
14. Works from verbal instructions, blueprints, sketches, and work orders;
15. Procures needed supplies;
16. Cares for tools and equipment;
17. Assists in other skilled or semi-skilled maintenance areas if needed;
18. Keeps time, labor and materials records related to work orders;
19. Maintains assigned vehicles;
20. May prepare cost estimates as needed;
21. Perform other related duties as required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Tools, materials, and standard practices of the roofing trade;
2. Applicable roofing codes and regulations;
3. Appropriate safety precautions and procedures.

Ability to:

1. Perform highly skilled roofing repair and maintenance work;
2. Lead a maintenance crew in all phases of assigned work;
3. Perform and learn to perform a wide range of general maintenance and repair work not requiring journeyman skill;
4. Use roofing tools and equipment skillfully;
5. Plan and lay out roofing work including estimating labor and material cost;
6. Work from sketches, diagrams, blueprints, plans and specifications;
7. Maintain simple records;
8. Understand and carry out oral and written instructions;
9. Work cooperatively with those contacted in the course of work.

EDUCATION / EXPERIENCE

Education: Graduation from High School or general education degree (GED).

Experience: Four (4) years of journeyman level roofing experience (including commercial installation and repairs) or three (3) years of experience in a skilled maintenance position within a school district or in an area in which the incumbent has acquired competence at a skilled level in this trade.

REQUIRED LICENSES AND/OR CERTIFICATES

- Possession of a valid and appropriate California Driver's License.
- When licenses are required, an incumbent must be able to pass any necessary examinations.

PHYSICAL DEMANDS

Physical Demands:

Strength: Heavy work, lifting, carrying, pushing and/or pulling up to approximately 100 pounds with frequent lifting and/or carrying of objects weighing up to 75 pounds. Dexterity of hands and fingers to operate specialized tools and equipment including ability to set up scaffolding, use ladders, operate man lifts, boom trucks and forklifts. Gripping/grasping tools, supplies and equipment. Bending, twisting at the waist. Kneeling or crouching. Standing for extended periods of time.

Working Conditions: Work involves indoor and outdoor environment, exposure to extreme seasonal outdoor temperatures, frequent work involving ladders and heights. Subject to traveling to various District sites. Exposure to cleaning agents and chemicals. Exposure to heights and inclement weather.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

Range 39

12 Month Work Year

September 2023